

January 2014

Standard Operating Procedure for Personnel Rule Section 17-24. Emergency Conditions

Notification of Employees

The City has established City4U, an emergency notification system that includes three options for employees to use:

- Text message alert to an employee's personal mobile phone number
- Employee may call in to an Emergency Conditions Hotline, 615-451-5891, and/or
- Employee may view announcements via the City of Gallatin webpage at www.gallatin-tn.gov, under Human Resources....
- This system does not include employees in public utilities, public works, and fire: department heads or their designee will notify non-emergency employees in these departments.

How Information about Emergency Closing is disseminated

In the event City of Gallatin operations are closed due to an emergency situation, the Mayor or designee will contact all department heads directly.

The Office of Human Resources will communicate the official emergency notification statement to all employees by use of the following methods:

1. Test Alert - Issuance of text messages to employees who selected this option for notification and have provided mobile cell numbers,
2. HR will alert IT to post announcement of emergency conditions to the City of Gallatin Webpage.
3. HR will provide a pre-recorded voice message for employees to call in to an Emergency Conditions Hotline, 615-451-5891.

Local radio and television stations may also be used make announcements in emergency situations that affect the entire community. However, the City4U Text Alert, the Emergency Closing Hotline, and the City of Gallatin webpage will be the official sources for City of Gallatin emergency notifications.